

**Sample Company**  
**Employee Information Sheet**

**Personal Information**

Complete Name Yang Ong  
First Middle initial Last

Street Address 16010 skyridge drive

City, State, Zip Code Riverside, CA, 92503

Daytime Phone 9512515555

Cell Phone 9512514444

Social Security # 812040404

Driver's License # C123123123

**Emergency Contact Information**

Name Ong Yang  
First Middle initial Last

Primary Phone 9512515555

Alternate Phone 9512514444

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Thank you,  
HR Department

Office Use Only	
Employee #	101
Date of Hire	8/30/2023
Rate	\$28
Position	HR